

UNITED STATES GOVERNMENT

Memorandum

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CONFIDENTIAL

TO : Director of Training

DATE: 29 March 1965

25X1

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 7
15 - 26 March 1965

I. SIGNIFICANT ITEMS

None

25 YEAR RE-REVIEW

II. OTHERS

A. Mr. Frank X. Steggert, Deputy Director, Center for Advanced Study, University of Wisconsin visited us on 26 March and discussed with Messrs. [redacted] the Center's upcoming Summer Institute for Federal Executives. He anticipates a heavy enrollment and encouraged us to get our requirements in as early as possible in order that our specific needs be met. [redacted] has this in hand.

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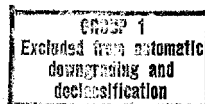
B. At the request of DTR we compiled a summary of data indicating the extent to which Headquarters employees are presently participating in training activities. The report shows absolute numbers of employees attending OTR courses and OTR-approved external programs during a recent period and also reflects the activity in terms of percentages of Headquarters strength invested in various categories of training. This information is for DTR's use at the next DDS Staff Meeting.

W [Concurrently] A brief statement showing the magnitude of the training effort in CIA is being prepared for Paul Borel, Assistant DDI. Mr. Borel has requested the information for use in a presentation he is scheduled to make to the current class in the Army Management Course at Ft. Belvoir.

C. [redacted] attended a luncheon meeting of the American Society for Training and Development on 18 March. The speaker, Mr. David Bushnell, Director of Research and Planning, Office of Education, talked on the "New Direction of Occupational Education" and what his organization was doing to meet the new demands of education in government. He explained that Congress has appropriated 11.8 million dollars for research and planning under the

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Vocational Education Act of 1963 (P.L. 88-120). This will be spent in the study of employment opportunities, preparing youth for the labor market, and in developing appropriate training. This was not a very good talk for the speaker read most of the presentation from a prepared script. The sessions of the American Society for Public Administration which followed was reported by separate memo.

D. A letter was prepared to go to Mr. Allen Dulles from DTR giving the name and background information on CIA's student representative in the Harvard Advanced Management Program. This action was taken pursuant to a memorandum from the Executive Director-Comptroller informing DTR that Mr. Dulles planned to spend three days in early April with the students and faculty at the Harvard Business School participating in the School's Residency Program.

E. Arrangements have been made [redacted] for some tutorial training in travel procedures for Mr. [redacted]. The purpose of this is to better qualify Ed in order that he may assist in the processing of all financial papers handled by this office, thereby reducing the heavy workload so capably handled [redacted]

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W F. We mentioned in our last bi-weekly report that the Kings Point Executive Seminar Center had announced that it would offer an additional unscheduled seminar on Skills and Goals of Management in July 1965. Senior Training Officers were notified in writing of this additional executive development opportunity and, to date, definite expressions of interest have been reported to us by two Offices. Civil Service Commission informed us that the unit cost of this program would be approximately \$450 but did not indicate just how the financing would be handled or whether available FY 1965 funds could be used in this instance. We will probably hear more about this part of the transaction later.

G. On 25 March [redacted] was one of several moderators of Seminars on Counterinsurgency for the Strategic Intelligence Course, Defense Intelligence School, Anacostia.

H. During the past week the External Training Branch concluded a hurry-up exercise on budget requirements for FY 1966. The OTR Schools and Staffs cooperated fully in this and the information was passed to the CIA Budget Office [redacted] well within the time period allowed.

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Attachment:

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GROUP 1
Excluded from automatic
downgrading and
declassification

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TO : Registrar/TR

DATE: 29 March 1965

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Bi-Weekly Activities Report No. 7
15 March - 26 March 1965

1. M: [redacted] OCI, presently attending the University [redacted] under Agency sponsorship, asked us if the tuition costs are to be included in his taxable income. The question was referred to the General Counsel who in turn referred the question to the Chief Tax Counsel, Internal Revenue Service. To the best of our knowledge, [redacted] is the first external trainee to ask this question.

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**SUBJECT: Bi-Weekly Activities Report No. 7
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25X1 3. Arrangements were made with [redacted]

25X1 [redacted] for special P. I.
Instrument Training for three NPIC employees. Through
[redacted]

25X1 [redacted] The course began Monday, 22 March. The
25X1 previous Friday the NPIC Training Officer informed me
that [redacted] (one of the three students) refused to
sign a training agreement. Because of the difficulty of
NPIC employees getting to our building, we allow the
NPIC Training Officer [redacted] to give the training
agreement briefing and to witness signatures. A substi-
tution was made by telephone.

25X1 Not that all problems arise from poor mail
25X1 service, it is however one of the reasons we get into
these last minute situations. In [redacted] case,
NPIC mailed the request [redacted] on
19 February; [redacted] mailed the request to us on 8 March,
which we received on 12 March. We have noticed recently
that papers going from our Office to the headquarters
building or to outlying offices takes from four to eight days.
Naturally the student does not reveal his "future career
plans until faced with such a paper to sign."



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